Mr. Colby:

STAT

    1. [          ] will be here to see you at 3:00.

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    2. [          ] has two items to discuss with you -- a records management query made by the Director and more on the [          ] classification matter. I've put him on the calendar for 3:30.

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    3. The 12 September session (from 9;00 to 4:00) on "Everything you would like to know about computers but were afraid to ask" is sponsored by OCS's ADP Training Staff and is the first of several lectures on computers. (I understand that a brochure is to be published in the near future.) The 12 September lecture will be given by [          ] personnel.

STA

Barbara